

DD/A 75-0246

22 JAN 1975

MEMORANDUM FOR: Director of Communications
Director of Finance
Director of Joint Computer Support
Director of Logistics
Director of Medical Services
Director of Personnel
Director of Security
Director of Training
Director of

STATINTL

SUBJECT : Program Call

1. The Comptroller has released the Program Call for the FY 1977 Program submission and it is attached for your information, guidance and action.

2. The FY 1977 Program Call differs from past years in that it is all encompassing and includes exercises which formerly were separate submissions; i.e., Annual Report and Five Year Projection.

3. Requests for personnel ceiling increases must be kept to an absolute minimum. Not only must increases for FY 1977 be fully justified, but your narrative should justify the retention of the base number. Increases should be restricted to those required for new programs levied on your Office by DCI, DD/A, or Congressional action. We must eliminate all those in the "nice-to-have" category.

4. Part II of the Call levies special reporting requirements at the Directorate level. In order for the DD/A to have the benefit of your analysis in making his report, it is requested that each Office provide information on a separate paper that can be detached from your Program submission on:

- (a) how your Office would operate and the impact of doing so with several levels of dollar resources for FY 1977; i.e., at the FY 1976 level and at a level 2% below the FY 1976 package;

- (b) priority activity requirements that cannot be met with your approved FY 1976 resource level.

The above information should relate to resource packages.

5. Your Office submissions should be forwarded to the DD/A Plans Staff in an original and four copies by COB 14 April 1975.

6. We will conduct a meeting with your Planning and Budget Officers at 1400 on 31 January for the purpose of discussing the requirements of the Call.

/s/ JOHN N. McMAHON

for John F. Blake
Deputy Director
for
Administration

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